

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD) Answer No

b. Cluster GS-11 to SES (PWD) Answer No

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD) Answer No

b. Cluster GS-11 to SES (PWTD) Answer No

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability | | Targeted Disability | |
|--|-------|-----------------------|-------|---------------------|------|
| | # | # | % | # | % |
| Numerical Goal | -- | 12% | | 2% | |
| Grades GS-1 to GS-10 | 4983 | 1010 | 20.27 | 228 | 4.58 |
| Grades GS-11 to SES | 5769 | 1087 | 18.84 | 228 | 3.95 |

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The numerical goals are communicated in variety of ways, from various leadership briefings to the Agency SES team to new supervisors during new supervisory training. On a one-to-one basis, the DEPM briefed supervisors regarding goals and opportunities. The DEPM also informed and counseled recruiters on goals and opportunities. The DEPM also informed and counseled recruiters on goals and procedures to facilitate hiring of PWD/PWTD. The DEPM sent an email message to the entire DFAS workforce that communicated the 3% PWTD inclusion goal and asked that employees verify their disability status in their personnel file.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

- Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

- Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

| Disability Program Task | # of FTE Staff By Employment Status | | | Responsible Official (Name, Title, Office Email) |
|--|-------------------------------------|-----------|-----------------|--|
| | Full Time | Part Time | Collateral Duty | |
| Processing reasonable accommodation requests from applicants and employees | 1 | 0 | 0 | connie.s.hoeferkamp.civ@r |
| Answering questions from the public about hiring authorities that take disability into account | 1 | 0 | 0 | lauren.a.aggen.civ@mail.m |
| Special Emphasis Program for PWD and PWTD | 0 | 0 | 5 | Cynthia Ice-Bones Deputy Director cynthia.g.ice-bones.civ@mail.mil |
| Architectural Barriers Act Compliance | 1 | 0 | 0 | lauren.a.aggen.civ@mail.m |
| Section 508 Compliance | 1 | 0 | 0 | Jaye Miller DFAS Section 508 Coordinator jaye.p.miller.civ@mail.mil |
| Processing applications from PWD and PWTD | 1 | 0 | 0 | Kara Board Human Resources Specialist kara.m.board.civ@mail.mil |

- Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

| |
|---|
| Reasonable Accommodation for the Federal Workplace; U.S. Equal Employment Opportunity Commission Annual Training Seminar. |
|---|

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

DFAS participates in the WRP and provides recruiters to conduct interviews with students. DFAS hired four summer interns under the WRP in 2021. Of the four, two were offered permanent positions with the Agency. Of those two, one accepted the offer and another had the internship extended past the 14 weeks. Additionally, OEOP, HR, and Human Capital established a project team to improve the usage of the WRP. The project team conducted outreach and provided informational meetings to key DFAS site staff to encourage greater usage of the WRP. The project team also conducted searches of the WRP database and provided key DFAS site staff with the resumes of highly qualified candidates for consideration. DFAS established the Hire a Hero Program because the Agency is committed to providing employment opportunities for men and women who have honorably served in the U.S. Armed Forces. To support this commitment, DFAS uses an applicant supply file that includes 10-point veteran's preference eligible applicants. After a preliminary qualification determination is made, the Agency places applicants in this file as a match for all our specialties (series) and grades for which they are likely qualified. As vacancies occur in these specialties and grades, we can use this file and these possible matches as a means of recruitment using streamlined hiring authorities. DFAS has also established an applicant supply file for Schedule A eligible applicants. As with the Hire a Hero Program, after a preliminary qualification determination is made, we place applicants in this file as a match for all our specialties and grades for which they are likely qualified. As vacancies occur in these specialties and grades, we use this file and these possible matches as a means of recruitment to streamline hiring. DFAS also participates in the bi-annual "Bender Virtual Career Fair" for people with disabilities. DFAS hosts personal chat rooms to connect virtually with candidates. Agency representatives chat with many potential candidates during this career fair.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

See information from section 1 on previous page.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

HR Staffing performs a preliminary qualification review. Eligibility documentation (e.g., Schedule A) is also reviewed by the staffing team. Applicants are then placed in an applicant supply file as potential matches for all of the specialties (series) and grades for which they are likely qualified.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

The DEPM incorporated Schedule A information during the monthly Reasonable Accommodation Training for supervisors. The DEPM also deployed online mandatory training for hiring managers to take on special hiring authorities for people with disabilities that includes information on Schedule A.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

We maintain contact information with the Social Security Administration for the Ticket-to-Work Program; State Vocational Rehabilitation Agencies and State Disability Service Agencies; the Department of Labor's Veterans' Employment and Training; and Veteran's Administration Vocational Rehabilitation and Employment Service.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

- Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

New hires of PWD were 10.34% of all new appointments in FY21. New hires of PWTD were 1.83% of all new appointments in FY21.

| New Hires | Total (#) | Reportable Disability | | Targeted Disability | |
|---------------------------|--------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | | Permanent Workforce (%) | Temporary Workforce (%) | Permanent Workforce (%) | Temporary Workforce (%) |
| % of Total Applicants | 7303 | 7.81 | 0.00 | 4.52 | 0.00 |
| % of Qualified Applicants | 3179 | 7.05 | 0.00 | 4.53 | 0.00 |
| % of New Hires | 137 | 7.30 | 0.00 | 2.92 | 0.00 |

- Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer Yes

b. New Hires for MCO (PWTD) Answer Yes

A trigger exists for PWD for new hires in the mission-critical occupation of 0510. A trigger exists for PWTD for new hires in the mission-critical occupation of 0510.

| New Hires to Mission-Critical Occupations | Total (#) | Reportable Disability | Targetable Disability |
|---|--------------|-----------------------|-----------------------|
| | | New Hires (%) | New Hires (%) |
| Numerical Goal | -- | 12% | 2% |
| 0201 HUMAN RESOURCES MANAGEMENT | 0 | 0.00 | 0.00 |

| New Hires to Mission-Critical Occupations | Total (#) | Reportable Disability | Targetable Disability |
|---|--------------|-----------------------|-----------------------|
| | | New Hires (%) | New Hires (%) |
| Numerical Goal | -- | 12% | 2% |
| 0501 FINANCIAL ADMINISTRATION PROGRAM | 21 | 19.05 | 4.76 |
| 0510 ACCOUNTING | 86 | 3.49 | 1.16 |
| 0511 AUDITING | 0 | 0.00 | 0.00 |
| 2210 INFORMATION TECHNOLOGY MANAGEMENT | 30 | 10.00 | 6.67 |

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Triggers exist for PWD in the mission-critical occupations of 0201, 0501, 0510, 0511, and 2210. A trigger exists for PWTD in the mission-critical occupations of 2210.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD) Answer Yes

b. Promotions for MCO (PWTD) Answer Yes

Triggers exist for promotions of PWD in the mission-critical occupations of 0510 and 2210. A trigger exists for PWTD in the mission-critical occupations of 0510 and 2210.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The DFAS Succession program is intended to safeguard the DFAS mission, building leadership continuity and talent from within the Agency. This is accomplished with an annual review of leadership talent through an assessment of leadership competencies, work experience, performance, and professional credentials. The program is now open to all GS-12 supervisors and all GS-13 and above employees. The DFAS Mentoring Program provides career broadening opportunities that are available to employees.

B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

The Agency's primary career development program is the DFAS Career Acclimation Program (DCAP). DCAP is a two-year formal developmental training program for nonsupervisory entry-level personnel into professional and analytical positions typically targeted to GS-9 or GS-11. The program completion date ends two years from the entry date in the program. Participants are expected to complete the mandatory program requirements within this two-year period. In rare circumstances, if course work and assignments are not completed within two years, the participant will be granted an extension until their program is successfully completed. The goal of this program is to enhance technical skills, broaden Agency and organizational awareness, and develop process improvement skills to make mission area improvements by focusing development on learning the job and gaining exposure to related processes and functions. DFAS also offers the Aspiring Leader Program (ALP). ALP is as a 2-year cohort-based program that develops critical leadership competencies for candidates at the GS-11 and GS-12 level. Unlike the DCAP or LIM programs, this program is a competitive program where interested candidates must apply and are selected to be a part of the program. The basic framework of the ALP includes a training curriculum focused on specific competencies that align with the DoD leadership continuum and address skill gaps that emerged from interviews with senior agency leaders. Additionally, participants will have learning experiences such as rotations dictated by DFAS needs/mission (with possible rotations to different sites) and exposure to the strategic elements within the Agency, with the goal of preparing the participants for an enterprise-wide perspective. ALP participants will also be required to obtain their Green Belt Certification.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

| Career Development Opportunities | Total Participants | | PWD | | PWTD | |
|-----------------------------------|--------------------|---------------|----------------|---------------|----------------|---------------|
| | Applicants (#) | Selectees (#) | Applicants (%) | Selectees (%) | Applicants (%) | Selectees (%) |
| Coaching Programs | | | | | | |
| Other Career Development Programs | | | | | | |
| Internship Programs | | | | | | |
| Fellowship Programs | | | | | | |
| Training Programs | | | | | | |
| Detail Programs | | | | | | |
| Mentoring Programs | | | | | | |

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWD)

Answer No

b. Selections (PWD)

Answer No

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTD)

Answer No

b. Selections (PWTD)

Answer No

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)

Answer Yes

b. Awards, Bonuses, & Incentives (PWTB)

Answer Yes

Triggers exist for PWD and PWTB in time-off awards of 31-40 hours. Triggers exist for PWD and PWTB in cash awards greater than \$3,000.

| Time-Off Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Time-Off Awards 1 - 10 hours: Awards Given | 6210 | 59.79 | 57.68 | 52.62 | 61.79 |
| Time-Off Awards 1 - 10 Hours: Total Hours | 10087 | 100.52 | 92.48 | 86.46 | 104.43 |
| Time-Off Awards 1 - 10 Hours: Average Hours | 1.62 | 0.08 | 0.02 | 0.36 | 0.00 |
| Time-Off Awards 11 - 20 hours: Awards Given | 118 | 1.09 | 1.08 | 0.66 | 1.22 |
| Time-Off Awards 11 - 20 Hours: Total Hours | 1661 | 15.59 | 15.26 | 10.26 | 17.07 |
| Time-Off Awards 11 - 20 Hours: Average Hours | 14.08 | 0.68 | 0.18 | 3.42 | -0.09 |
| Time-Off Awards 21 - 30 hours: Awards Given | 69 | 0.81 | 0.60 | 0.87 | 0.79 |
| Time-Off Awards 21 - 30 Hours: Total Hours | 1762 | 20.72 | 15.33 | 22.71 | 20.17 |
| Time-Off Awards 21 - 30 Hours: Average Hours | 25.54 | 1.22 | 0.32 | 5.68 | -0.02 |
| Time-Off Awards 31 - 40 hours: Awards Given | 78 | 0.81 | 0.72 | 0.66 | 0.85 |
| Time-Off Awards 31 - 40 Hours: Total Hours | 2979 | 31.32 | 27.53 | 25.11 | 33.05 |
| Time-Off Awards 31 - 40 Hours: Average Hours | 38.19 | 1.84 | 0.47 | 8.37 | 0.03 |
| Time-Off Awards 41 or more Hours: Awards Given | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Total Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| Time-Off Awards 41 or more Hours: Average Hours | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|--|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Cash Awards: \$501 - \$999: Awards Given | 2988 | 27.23 | 27.96 | 25.11 | 27.83 |
| Cash Awards: \$501 - \$999: Total Amount | 2263505 | 20811.17 | 21132.40 | 19088.21 | 21290.58 |
| Cash Awards: \$501 - \$999: Average Amount | 757.53 | 36.32 | 9.43 | 165.98 | 0.24 |
| Cash Awards: \$1000 - \$1999: Awards Given | 4480 | 38.17 | 43.41 | 35.15 | 39.00 |
| Cash Awards: \$1000 - \$1999: Total Amount | 5952309 | 50817.92 | 57691.87 | 46612.01 | 51988.21 |
| Cash Awards: \$1000 - \$1999: Average Amount | 1328.64 | 63.29 | 16.57 | 289.52 | 0.34 |

| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|--|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Cash Awards: \$2000 - \$2999: Awards Given | 1579 | 13.50 | 15.41 | 10.48 | 14.34 |
| Cash Awards: \$2000 - \$2999: Total Amount | 3698162 | 31808.70 | 36047.70 | 24567.47 | 33823.57 |
| Cash Awards: \$2000 - \$2999: Average Amount | 2342.09 | 112.00 | 29.16 | 511.82 | 0.75 |
| Cash Awards: \$3000 - \$3999: Awards Given | 662 | 4.42 | 6.73 | 3.93 | 4.56 |
| Cash Awards: \$3000 - \$3999: Total Amount | 2193948 | 14738.78 | 22297.92 | 12551.97 | 15347.27 |
| Cash Awards: \$3000 - \$3999: Average Amount | 3314.12 | 158.48 | 41.29 | 697.33 | 8.55 |
| Cash Awards: \$4000 - \$4999: Awards Given | 230 | 1.38 | 2.47 | 1.53 | 1.34 |
| Cash Awards: \$4000 - \$4999: Total Amount | 983756 | 5934.65 | 10544.21 | 6733.41 | 5712.39 |
| Cash Awards: \$4000 - \$4999: Average Amount | 4277.2 | 204.64 | 53.25 | 961.91 | -6.07 |
| Cash Awards: \$5000 or more: Awards Given | 149 | 1.14 | 1.53 | 1.09 | 1.15 |
| Cash Awards: \$5000 or more: Total Amount | 1122691 | 8495.53 | 11482.67 | 11106.33 | 7769.08 |
| Cash Awards: \$5000 or more: Average Amount | 7534.84 | 353.98 | 93.36 | 2221.27 | -165.59 |

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD)

Answer No

b. Pay Increases (PWTD)

Answer No

| Other Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Total Performance Based Pay Increases Awarded | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)

Answer N/A

b. Other Types of Recognition (PWTD)

Answer N/A

Not applicable

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

| | | |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
|--|--------|----|

| | | |
|-------------------------------|--------|----|
| ii. Internal Selections (PWD) | Answer | No |
|-------------------------------|--------|----|

b. Grade GS-15

| | | |
|--|--------|-----|
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
|--|--------|-----|

| | | |
|-------------------------------|--------|----|
| ii. Internal Selections (PWD) | Answer | No |
|-------------------------------|--------|----|

c. Grade GS-14

| | | |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
|--|--------|----|

| | | |
|-------------------------------|--------|----|
| ii. Internal Selections (PWD) | Answer | No |
|-------------------------------|--------|----|

d. Grade GS-13

| | | |
|--|--------|-----|
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
|--|--------|-----|

| | | |
|-------------------------------|--------|-----|
| ii. Internal Selections (PWD) | Answer | Yes |
|-------------------------------|--------|-----|

GS-15: The number of relevant PWD qualified internal applicants was 3.17% compared to 7.94% of the overall relevant applicants.
 GS-13: The qualified internal applicants for PWD is a trigger at 7.10% because it does not meet the Agency goal of 12.00%. The internal sections for PWD at 2.61% was below the Agency selections of non-disabled at 12.17%.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

| | | |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
|---|--------|----|

| | | |
|--------------------------------|--------|----|
| ii. Internal Selections (PWTD) | Answer | No |
|--------------------------------|--------|----|

b. Grade GS-15

| | | |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
|---|--------|----|

| | | |
|--------------------------------|--------|----|
| ii. Internal Selections (PWTD) | Answer | No |
|--------------------------------|--------|----|

c. Grade GS-14

| | | |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
|---|--------|----|

| | | |
|--------------------------------|--------|----|
| ii. Internal Selections (PWTD) | Answer | No |
|--------------------------------|--------|----|

d. Grade GS-13

| | | |
|---|--------|----|
| i. Qualified Internal Applicants (PWTD) | Answer | No |
|---|--------|----|

| | | |
|--------------------------------|--------|----|
| ii. Internal Selections (PWTD) | Answer | No |
|--------------------------------|--------|----|

GS-15: Zero of the relevant PWTD applicant pool (2) were qualified internal applicants compared to 49.50% of the overall relevant applicant pool that were qualified internal applicants.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

| | | |
|-----------------------------|--------|-----|
| a. New Hires to SES (PWD) | Answer | No |
| b. New Hires to GS-15 (PWD) | Answer | No |
| c. New Hires to GS-14 (PWD) | Answer | No |
| d. New Hires to GS-13 (PWD) | Answer | Yes |

| |
|--|
| At the GS-13 level, no qualified PWD applicants were selected as compared to an overall selection rate of 3.00%. |
|--|

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

| | | |
|------------------------------|--------|-----|
| a. New Hires to SES (PWTD) | Answer | No |
| b. New Hires to GS-15 (PWTD) | Answer | No |
| c. New Hires to GS-14 (PWTD) | Answer | No |
| d. New Hires to GS-13 (PWTD) | Answer | Yes |

| |
|---|
| At the GS-13 level, no qualified PWTD applicants were selected as compared to an overall selection rate of 3.00%. |
|---|

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

| | | |
|--|--------|-----|
| a. Executives | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
| b. Managers | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | No |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD) | Answer | No |

| |
|--|
| Supervisors: Qualified internal PWD applicants were at 11.00% compared to the benchmark of 60.57%. |
|--|

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and

the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD) Answer No

b. New Hires for Managers (PWD) Answer No

c. New Hires for Supervisors (PWD) Answer No

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD) Answer No

b. New Hires for Managers (PWTD) Answer No

c. New Hires for Supervisors (PWTD) Answer No

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD) Answer Yes

b. Involuntary Separations (PWD) Answer No

Voluntary separation of total workforce was 14.9%. Voluntary separation of PWD was 15.3%.

| Seperations | Total # | Reportable Disabilities % | Without Reportable Disabilities % |
|---|---------|---------------------------|-----------------------------------|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 10 | 0.09 | 0.09 |
| Permanent Workforce: Resignation | 208 | 1.56 | 2.01 |
| Permanent Workforce: Retirement | 340 | 4.97 | 2.70 |
| Permanent Workforce: Other Separations | 1047 | 9.90 | 9.64 |
| Permanent Workforce: Total Separations | 1605 | 16.53 | 14.45 |

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD) Answer Yes

b. Involuntary Separations (PWTD) Answer No

Voluntary separation of total workforce was 14.9%. Voluntary separation of PWTD was 18.80%.

| Seperations | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|---|---------|-------------------------|---------------------------------|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 10 | 0.00 | 0.10 |
| Permanent Workforce: Resignation | 208 | 1.95 | 1.92 |
| Permanent Workforce: Retirement | 340 | 4.76 | 3.08 |
| Permanent Workforce: Other Separations | 1047 | 9.52 | 9.70 |
| Permanent Workforce: Total Separations | 1605 | 16.23 | 14.80 |

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

PWD and PWTD left due to personal reasons according to exit surveys.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx An individual experiencing difficulties accessing content on a DFAS website may submit a DoD Section 508 Form at the website below. <http://dodcio.defense.gov/DoDSection508/Section508Form.aspx>

- Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.dfas.mil/nofearact/> This link is to the DFAS Reasonable Accommodation instructions. These instructions contain guidance on how to initiate an EEO discrimination complaint with the Agency.

- Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The DEPM and Section 508 Program Coordinator attended Change Control Board (CCB) meetings in a proactive attempt to ensure matters related to accessibility were considered when making changes to the IT infrastructure. The CCB is the approval authority for all proposed change requests pertaining to the Agency's IT infrastructure. DFAS established a Section 508 ICT Accessibility Team. The purpose of this team is: •To assist the Accessibility Team Chair in implementing 508 standards through the maintenance of the Section 508 policy by keeping abreast of industry best practices and considering them during the revision of the policy. • To provide governance for the DFAS Section 508 program. • To be a liaison for each Agency directorate or section by bringing issues, complaints, or problems into the limelight and to disseminate information to management. The DEPM is engaged in meetings regarding updated changes that will be made to the main entrance at the Indianapolis site. DFAS will recruit members for the DFAS Advocacy PWD ERG. This ERG will advise management on matters affecting employment of PWD, to include accessibility of Agency facilities and technology. DFAS will try to obtain a contract to cover JAWS scripting and a centralized CART services contract (real-time captioning for deaf and hard of hearing employees).

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

- Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time for reasonable accommodation requests in FY21 was 17.17 calendar days.

- Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Additionally, DFAS continues to maintain a full-time ASL interpreting staff at 4 of its 5 main sites.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The process for requesting PAS was included in the revised DFAS Reasonable Accommodation Instruction, DFAS 1020.1-I. No requests for PAS were made in FY21.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer N/A

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

The measures taken included management officials getting a two-hour training. There was a posting of the violation and the complainant received compensatory damages.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer N/A

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer Yes

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

The measures taken included management officials getting a two-hour training. There was a posting of the violation and the complainant received compensatory damages.

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible

official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A